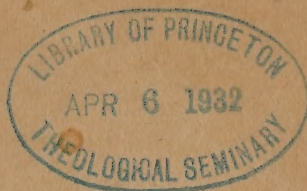


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How To Write A Term Paper

BY

HASTINGS EELLS, Ph. D.

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HOW TO WRITE A TERM PAPER

by

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in
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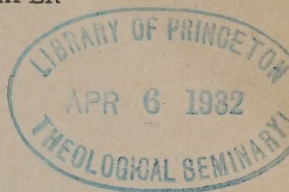


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I. FINDING THE SOURCES OF INFORMATION

Any place from which you get information to be used in writing your paper is called a source. Your aim should be to find just as many sources as you possibly can. In order to do this you must first find out about all the sources in existence and make a list of them. Then you must take this list and secure all that are available. Don't expect to find a whole book on your subject, and even if you do, still use every scrap of information to be found elsewhere. Don't be afraid to use books in a foreign language. Often they will be very valuable for a comprehensive treatment of your subject. You will find that a reading knowledge of a foreign language sufficient for your purposes is not difficult to acquire, if you have studied the elements of its grammar. In searching for sources you should look in the following places:

1. The Library Catalogue. Look for all cards under the subject, for example, "Owen, Robert," and then at all related subjects; such as, socialism, England, coöperation, trade unions, etc. Usually at the bottom of every library card is given a list of subjects under which that book is also catalogued. Look up these subjects and perhaps you will find some other sources touching upon your main subject. As you add each book to your list, record also the shelf number.
2. The Encyclopedia. Read through the article on the subject and at the end will be given a brief bibliography. Then look up articles and bibliographies on related subjects and list any books that appear promising. The Encyclopedia Britannica will be found especially helpful.
3. Reference Books. Go to the reference shelves in the library and look from book to book to find any that might assist you. Three kinds of reference works will be found particularly valuable: (1) The guides to periodical literature, particularly the Readers Guide, will tell you about magazine articles. Here again you must look not only under your main subject but also under related subjects. (2) Biographical dictionaries are available for many countries; such as, the Dictionary of National Biography, which gives a biography of every person of importance in English history not living. In many such works the articles are signed with the author's initials and in the front of the volume his whole name is given. List the articles under his name and not under the title of the reference work. (3) Bibliographies of various kinds may be available.

4. The Library Stacks. If possible secure the privilege of admission to the stacks, look up the sources for yourself, and when you find one, look on the same shelf for any book that might have information. If the title of a book looks promising take it down and look in the table of contents and the index to see if there is any reference to any aspect of the subject. Find the section of the stacks with which your subject is most closely connected and look at every book to see if it might be used as a source. In the case of "Robert Owen," for example, you would look in the section on socialism, and in that on the history of England. Don't neglect general histories. They may only have a paragraph or two on the subject, but that may be valuable.
5. Footnotes and Bibliographical Lists. In many of the sources which you find, the author will refer in footnotes to sources which he has used. Put these in your list and find them, if possible. If he gives a bibliographical list at the beginning or end of his work, go through it carefully.

II. TAKING NOTES (See Diagram No. 1)

After collecting a fairly large list of possible sources, read one or two brief ones, taking notes as you read. Then make a preliminary outline as described in part III. Next read as widely as possible and make careful notes. In taking notes various methods are in vogue. The following method is recommended as most direct and convenient.

1. The Paper. Use your notebook paper and then you can carry your notes with you in your notebook where they will always be at hand. Begin the notes on each different source on a new sheet of paper. Make the margin on the left hand side. It is sometimes a good plan to fold the paper, thus making two columns, draw a margin on the left side of each, and write first in the left column. This has the advantages of making it easy to lay the paper in a book while writing and of making the headings stand out plainer.
2. Title of the Source. Before taking any notes on a source write down the title in full at the top of the page. This should be done carefully and in most cases will be in the form of one of the six following types of titles (see Diagram No. 5).
 - (1) A general source. In this case give the author's last name, comma, his given names or initials, comma, the title of the source underlined, the place and date

of publication in parentheses and separated by a comma, period. The title of a printed work is always underlined to indicate to the printer that it should be put in italics. The title of any part of a printed work is put in quotation marks.

(2) A general source in more than one volume is listed in the same manner except that the number of volumes is given after the place and date of publication.

(3) An unsigned encyclopedia article. Give first the title of the article in quotation marks followed by a comma, which should be put inside the closing quotation mark. The closing quotation mark should always be placed outside any other mark of punctuation. Then give the title of the encyclopedia underlined, comma, the edition, comma, and the pages, period.

(4) An unsigned magazine article is recorded by giving first the title of the article in quotation marks, comma, then the title of the magazine underlined, the date of the issue (if available) in parentheses, comma, the number of the volume, comma, and the pages, period. If the number of the volume is less than one hundred, it should be given in Roman numerals without the abbreviation "vol." preceding it. If it is more, arabic numerals should be used preceded by the abbreviation. The abbreviations "p." and "pp." should be omitted after a Roman numeral such as the number of a volume.

(5) A signed encyclopedia article is given in the same way as unsigned articles except that the author's name is listed first followed by a comma.

(6) A signed magazine article is listed in the same way as an unsigned article except that the author's name is given first followed by a comma.

3. After the title of a source has been listed write in the upper right-hand corner of all notes on that source the author's last name so as to identify your notes and keep them in order. In case the author's name is not given in the source use the first two or three words of the title as you have listed it.
4. The pages from which any material is taken should be recorded in the margin at the left opposite the material. For example, if you are taking notes on page 1, put 1 in the margin, then take notes on that page. When you turn to page 2, put 2 in the margin and continue in the same manner, putting the number of each page opposite the material taken from that page. In case you wish to indicate that the change from one page to another comes in the middle of a line, draw two parallel, vertical lines to indicate where the division occurs.

5. Notes proper. After recording the title of the book and putting down the number of the page, take notes on the content of the source. This may be done in one or all of three ways.
 - (1) Summarize the material in your own words. To do this ascertain what aspect of your subject is discussed, put that down as a heading, underline it and then state briefly the information gained.
 - (2) Copy word for word any important statement and put it in quotation marks.
 - (3). Indicate in brackets the nature of any material which is either too extensive or too unimportant to be summarized. This will tell where that material is, if you want to find it again. Any comments of your own should always be put in brackets to distinguish them from information secured from the source.
6. Key-words. Either as you take notes or afterwards underline any important words which may serve as key-words, so that by glancing over the notes later you can locate material on different subjects. Distinguish between information which seems reliable and unreliable, record your opinion in brackets and do not use any unreliable material in your paper without stating that it is questionable.
7. Criticism. When you have finished taking notes on a source, write your opinion of the source at the end. Tell in what ways it has been of value, whether it is reliable, what are its peculiarities, what subjects it covers, etc. This criticism will be needed later in your bibliography and is best made while your opinion of the book is still fresh in your mind.
8. Page for Suggestions. Keep a special page in your notes for suggestions; that is, for ideas that occur to you as you go along. In your paper you will be expected to express your own opinions about the subject. Record them as they occur to you.

DIAGRAM No. 1. Notes

Note: Either type A or type B may be used. The double column has these advantages; (1) the paper may be folded and laid in a book to write on, when a table is not available, (2) and the underlined key-words stand out more clearly because the column is narrow.

Type A. Single Column

	<u>Podmore</u> Podmore, Frank, <u>Robert Owen</u> (New York, 1907) 2 vols.
1	<u>Early life</u> - almost the only source is Owen's autobiog. publ. 1857 and now almost unobtainable. First chap. of Podmore on boyhood is almost all a reprint of Owen's autobiog.
2	<u>Born</u> in Newtown, May 14, 1771. <u>Father</u> an ironmonger, postmaster, saddler.
3	about 1000 popl.
4	3 bros. and 1 sister lived out of 7 children
5	<u>School</u> - started at 4-5. Digestion injured by eating a hot breakfast in hurry to get to school and dieting taught him restraint.
6	[Tells many interesting stories of childhood experiences.] Became asst. to schoolmaster at 7, given educ. free, learned little in next 2 yrs. except how to teach. Read voraciously books borrowed from anybody who had any.
8	"I generally finished a volume daily."

Type B. Double Column

	<u>Owen</u> Owen, Robert, <u>A New View of Society and Other Writings</u> (New York, 1927)		<u>New View</u> appeared in 1813 and in next 8 yrs. O. made all his essential contributions. Out of his work came <u>socialism</u> and <u>coop.</u> One of the first to cope with new social and econ. problems raised by indus. revl. <u>Father</u> a saddler, ironmonger, postmaster [Summary of O's. life ff] As a <u>child</u> weakly, selfconscious, and bright. At 7 made pupil
vii	"Robert Owen . . . was something of a <u>puzzle</u> to his own generation, and is no less a puzzle to posterity." Practical and visionary, lovable and impossible to work with. <u>Writings</u> not read because too voluminous. Most are worthless. First essay in	viii	

III. MAKING THE OUTLINE

1. The Process of making the outline should be divided into two stages; first make a preliminary, brief outline, and later on a final, full outline.
 - (1) The preliminary outline (see Diagram No. 2). After you have read one or two brief sources, such as an encyclopedia article, you should make a brief, preliminary outline of the main aspects of the subject. This will guide you in your further reading, help you to select the material of value for your paper, and suggest headings to use in taking notes.
 - (2) The final outline (see Diagram No. 3). After you have completed reading all the sources available on your subject, go through your notes and underline all the headings and key-words, if you have not already done so. Then take each of the headings in the preliminary outline, write it at the top of a sheet of paper, go through your notes page by page and list on each sheet of paper the material in your notes relating to that heading. As you list each point you can indicate the location of material about it in your notes, by adding the name, or title, which you have placed in the upper right-hand corner of your notes, and the page which you have noted in the margin. For papers of only ten or fifteen pages this will not be necessary. Then rearrange the material on each sheet of paper in an orderly outline. This should give you a complete outline of your paper that includes all the information in your notes. Do not neglect the outline because it is the framework of your paper. If the framework is defective, the paper is sure to suffer. Consequently, it is well worth while to make the outline as perfect as possible before starting to write. In arranging the headings in this outline the following rules should be carefully observed.
2. Rules.
 - (1) Chronological order. Arrange the outline so that the discussion follows as nearly as possible the order in which things happened. If you can divide it into periods of development, do so, and be careful to use events only in the period to which they belong.
 - (2) Coördination. Make the main headings of equal value. Do the same with the sub-headings under each main heading.
 - (3) Duplication should be avoided, so that while all the material is used, there is no repetition.
 - (4) Completeness. Include all the possible aspects of the subject, and all the material which you have found, even though you have to condense it into a few words.

(5) Relation to the course. You will be expected to show in your paper not only that you have read widely on the subject, but also that you have taken the course in which this paper has been assigned. Wherever possible, connect the discussion of the subject with what you have learned in the course.

(6) Criticism. Have a special place in your outline for the expression of your own original opinions on the subject - your estimate of causes, effects and other aspects.

DIAGRAM No. 2. Preliminary Outline

Note: Type A is for a paper on a biographical subject.
 Type B is for a paper on an episode in history.

Type A.
 ROBERT OWEN

- I. Youth
 - 1. Birth
 - 2. Family
 - 3. Education
 - 4. First Occupations
- II. New Lanark
 - 1. Purchase
 - 2. Conditions
 - 3. Reforms
- III. Social Theories
 - 1. Books
 - 2. Theories
 - 3. Proposals
- IV. Experiments and Achievements
 - 1. Factory Legislation
 - 2. Communal Colonies
 - 3. Trade Union Organization
 - 4. Coöperative Societies
 - 5. Labor Exchanges
- V. Later Life
- VI. Critical Estimate

Type B.
 THE BOER WAR

- I. Causes
 - 1. British Aggression
 - 2. Boer Preparation
 - 3. Conflict of Civilizations
- II. Periods
 - 1. Boer Offensive
 - 2. British Offensive
 - 3. Guerilla Warfare
- III. Results
 - 1. Army Reform
 - 2. South African Settlement
 - 3. Present Situation

DIAGRAM No. 3. Full outline

ROBERT OWEN

Intro. "Father of English Socialism"

1. inspired disciples
2. They first used word "socialism"

I. Youth

1. Birth

- (1) Newtown
- (2) May 14, 1771

2. Father

- (1) Welch
- (2) ironmonger, saddler, postmaster, official

3. Education

- (1) started school 4-5 yrs. old
- (2) learned reading, writing, arith.
- (3) asst. to teacher
- (4) read widely

4. First positions

- (1) sent to London
- (2) Stamford
 1. Hired to Mr. McGuffog
 2. Learned fabrics
 3. Read
 4. Questioned religious beliefs
- (3) London Bridge
- (4) Manchester

5. First Business Enterprises

- (1) Manf. mules
 1. Partner a mechanic
 2. Owen supervises men and business
 3. Bought out.
- (2) Manf. yarn independently
 1. uses mules
 2. good profits
- (3) Manager for Mr. Drinkwater
 1. applies
 2. learns business
 3. success
 4. offered partnership
 5. offer withdrawn
 6. resigns
- (4) Chorlton Twist Co.
 1. New partnership organized by O.
 2. Travels

IV. WRITING THE PAPER (See Diagram No. 4)

Before starting to write your paper bear in mind that you are not to write an encyclopedia article, nor a condensation of what you have read, but a paper of your own on the subject. What you have read will supply the factual material necessary, but you must fuse it into a product which is distinctly your own.

1. The mode of procedure should normally be to take a heading in your outline, read the material in your notes concerning it, then write your own account of the matter. Use only one side of the paper. As you go along put in the numbers referring to footnotes and then put the notes at the bottom of the page. On the making of footnotes see Part V. A little experience will teach you how much space to leave for footnotes. Ordinarily each note will require one line.
2. Legibility is highly important. A thesis that is written illegibly may be rejected. If your handwriting is not perfectly clear, you should have your paper typewritten. In that case read it very carefully to correct any errors made by the typist.
3. Grammar and Spelling must be correct. Serious defects in either respect disqualify any paper no matter how good the content. Read your paper over slowly and eliminate all errors. As for style, write in your own words, but try to develop a style that is smooth and clear. Choose words that express the exact meaning that you have in mind.
4. In historical papers never use the first person, singular or plural, or the historical present. Either is bad form and tends to confuse the reader.
5. Quotations should be rare. Only quote what you cannot say in your own words, or what is recognized as a standard statement. However, if you use the exact words of some other writer, do not fail to put them in quotation marks. If the quotation is more than two lines in length, do not use quotation marks, but separate it from the text by indenting the margin of it and using a single space. For example:

In the model community of New Lanark Robert Owen put into practice his principle that character is the product of environment, consequently to create good character the first task should be to make the environment wholesome.

6. Uniformity of technique is essential. In your method of punctuation, spelling and capitalization you may differ from others, but you should not vary throughout your paper.
7. The pages of your paper should be numbered as follows: All pages before the first page of the text should be numbered with small Roman numerals in the upper right hand corner, but the number should not be written on such pages as the title page, the Table of Contents, and the first page of the bibliography. The pages of the text should be numbered with arabic numerals, but no number should be written on the first page of the text or the first page of any chapter.

V. FOOTNOTES

(See Diagram No. 4)

Footnotes are essential to any paper that seeks to be authoritative. If you have taken your notes according to the directions given above you will not find it difficult to supply your paper with plentiful footnotes.

1. Place. Footnotes should be placed at the bottom of the page.
2. Numbering. They should be numbered consecutively throughout the paper with arabic numerals. Place the number of the note at the end of the statement to which it refers and then place the same number before the note, followed by a period.
3. Kinds and Purpose. There are mainly three kinds of footnotes distinguished according to their purpose. They may be separate or all combined in the same note.
 - (1) Citation. This kind of note is given to tell your reader where you have gained the information in the statement to which it refers. It is important to have a citation for every statement not made on your own authority because: in this way you give credit to the source from which you obtained your information; you give an authority to prove that your statement is correct; and you tell your reader where he may obtain further information on the same subject. Ordinarily a citation should be given at the end of each sentence, or oftener. This may seem to be too often, but otherwise it is difficult for the reader to tell to how much of the preceding text the note refers. It is not out of place to have two consecutive footnotes referring to the same page of the same source.
 - (2) Explanation. In the footnote you can place information that explains statements in the text but which would interfere with the progression of thought, if placed in the text itself. For example, in the note

you might explain that the spinning mule was a spinning machine invented by Crompton.

(3) Additional Information. The note can be used to add information that would make the text cumbersome or too detailed. For example, you could add in a note that Owen's father was a Welchman, or you could comment upon some book that you cite as a source.

4. Form. The form of the footnote depends upon whether it is made for a citation, an explanation, or an addition.

(1) In the case of a citation the form should be one of three kinds:

- a. The first time a source is cited the footnote should consist of the following parts:
 1. The number of the note followed by a period.
 2. The initials or Christian name of the author followed by his last name and a comma.
 3. The title of the source as you have it in your notes according to the directions in Part II.
 4. The place and date of publication in parentheses and separated by a comma. The closing parenthesis is followed by a comma.
 5. The volume number, if more than one volume, followed by a comma.
 6. The page number. The abbreviations "p." and "pp." should be omitted if the number follows a Roman numeral. The page number should be followed by a period, if that is the end of the note. If there is another citation immediately following the first in the same note, the first citation is followed by a semicolon.
- b. After the first time a source is cited it may be referred to in the following ways:
 1. The abbreviation "ibid." (the same place) is used when the citation in a note is to the same source as that in the citation immediately preceding. The author's name, title of the source, place and date are then omitted and "ibid." is followed by the volume and page number, if they differ.
 2. If it is cited again in a note not immediately following the first citation, only the author's last name is given, followed by the abbreviation "op. cit.," and the page.
 3. If more than one book by the same author has been cited, then in addition to his last name a sufficient portion of the title should be cited to distinguish it.

(2) In the case of a note which makes an explanation or addition, the citation giving authority for the statement should be put in parentheses.

5. Abbreviations. All foreign words and phrases, and also all abbreviations of foreign words and phrases, should be underlined to indicate that they should be printed in italics. Some abbreviations, such as "cf." and "etc.," are of Latin origin, but their use has become so customary in English that they should not be underlined or put in italics. Abbreviations should be avoided and only well-known ones used. Of these the most common are the following:

cf. - compare

e.g. - for example

etc. - and so forth

f. - following page

ff. - following pages

i.e. - that is

op. cit. - work cited

p. - page

pp. - pages

vol. - volume

DIAGRAM No. 4. First and Second Pages

CHAPTER I

YOUTH

If there is any one man who deserves the title "Father of English Socialism" ¹ it is Robert Owen, for it was his theories that inspired the discussions of a group of disciples who first used the word "socialism." ² Owen was born on May 14, 1771, in the small town of Newtown in Montgomeryshire. ³ His father was a citizen of some prominence as an ironmonger, saddler, postmaster and parish official. ⁴ At the age of four or five Robert was sent to the village school where he learned the elements of reading, writing and arithmetic. ⁵ So zealously did he apply himself to his lessons that the master made him a monitor at the age of seven. ⁶ This gave him an interest in teaching methods ⁷ which continued throughout the rest of his life. ⁸ Borrowing books from everybody in the village who had any to lend he read voraciously in all kinds of literature. ⁹ Like most boys he was filled with a desire to see the world and at the age of ten his parents took him out of school and sent him to London. ¹⁰

By the influence of friends in London he secured a position as clerk in a store in Stamford owned by Mr. McGuffog, a merchant who dealt in the best quality of

-
1. Kirkup, Thomas, A History of Socialism (London, 1913), p. 59.
 2. Shadwell, A., "Socialism - Its Origin and Meaning," Quarterly Review (July, 1924), vol. 242, p. 12. Kirkup erroneously dates the origin of the word 1835. Shadwell has shown that it was used as early as 1827. (Kirkup, op. cit., p. 67. Cf. Shadwell, op. cit., pp. 10 ff.).
 3. Podmore, F., Robert Owen (New York, 1907), I, 2. Practically the only source of information on Owen's early life is his autobiography, partially reprinted by Podmore.
 4. Ibid.
 5. Ibid., I, 5, 7.
 6. Owen, R., A New View of Society and Other Writings (New York, 1927), p. viii.
 7. Podmore, op. cit., I, 7.
 8. Cf. title in ibid., II, 663.
 9. Leslie, Sir Stephen, "Owen, Robert," Dictionary of National Biography, XIV, 1139.
 10. Podmore, op. cit., I, 12, 15.

clothing.¹¹ There Owen learned to know fine fabrics.¹² His employer was a kind man with a good library, in which Robert was allowed to read as much as he pleased. He was especially fond of Seneca¹⁴ and it was during these years that he reached the conviction that all religions were false.¹⁵ He was particularly displeased by the quarrels between different Christian sects and the conflict between Christianity and other religions.¹⁶

After some three or four years in Stamford¹⁷ he found a new position in a store on London Bridge, but the work was so strenuous that he sought another position and finally located one in Manchester.¹⁸ There Owen met his destiny. The Industrial Revolution was in full swing. New factories were springing up all over that part of England and new machines were greatly in demand.¹⁹ He formed a partnership with a mechanic and established a small factory for manufacturing spinning mules.²⁰ Owen's duties were to supervise the workmen and take care of business relations.²¹ In a short time his partner bought him out, paying him with some of the machines he had made and these Owen used to manufacture cotton yarn in a factory of his own.²²

11. Jones, Lloyd, The Life, Times, and Labours of Robert Owen (London, 1895), p. 9.

12. Leslie, op. cit., p. 1339.

13. Podmore, op. cit., I, 16, 18.

14. Ibid., p. 18.

15. Ibid., pp. 19ff.

16. Ibid., pp. 8, 19.

17. Leslie, op. cit., p. 1339.

18. Podmore, op. cit., I, 21f.

19. Owen, R., op. cit., p. viii.

20. Podmore, op. cit., I, 42.

21. Ibid., p. 43.

22. Ibid., p. 44.

VI. BIBLIOGRAPHY (See Diagram No. 5)

The bibliography is the list of books you have used in preparing your paper. If you have learned of some book that would be valuable for a study of the subject, but which you were unable to secure, you should mention it in a footnote attached to the title "Bibliography."

1. Arrangement. The sources used should be arranged alphabetically by the author's last name. In case the source is an unsigned encyclopedia article or an unsigned magazine article, then list it by the title of the article.
2. Form. The form in which the title should be listed is the same as that used in listing it at the beginning of your notes, and the same directions may be followed as used for that purpose (see above, p. 3).
3. Criticism. The title of the source should be followed by a criticism divided into two parts.
 - (1) First state whether the source is a primary or secondary source. A primary (sometimes called original) source is one which contains direct, personal first-hand knowledge. It is such a source as a letter, a diary, an autobiography, or the testimony of an eye-witness. A secondary source is one which transmits information secured from some other source. It is such a source as a general history of the Middle Ages written in the twentieth century, a biography of a man by another who lived a century later, or a report by a man of what eye-witnesses have told him. Many sources include both primary and secondary material. In that case list a source according to the kind of material of which it is mainly composed.
 - (2) The second part of your criticism should be a statement of the value of the book. Tell what subjects it covers, whether it is well-written, whether it is accurate, how much it has helped you in writing your paper, and anything else that distinguishes it from other books. Your criticism should show that you are well acquainted with the source and should tell anybody else whether it will be helpful in studying the subject. This offers you another opportunity to show your originality and ingenuity.

DIAGRAM No. 5. Bibliography

Note: This bibliography gives examples of the proper form for listing the following different types of sources:

(1) a general work, (2) a primary source, (3) an unsigned encyclopedia article, (4) a general work in more than one volume, (5) a magazine article, and (6) a signed encyclopedia article.

Kirkup, Thomas, A History of Socialism (London, 1913).
Secondary source.

This is a general history of socialism in England and Europe during the nineteenth century. It is well-written, clear and sympathetic but also critical. In the study of Owen it is useful to gain a general background and a brief view of his life.

Owen, Robert, A New View of Society and Other Writings (New York, 1927).
Primary source.

The New View of Society is Owen's most famous work. It is invaluable to a study of his theories. This volume contains in addition many of his addresses and other works. The editor has added a helpful introduction and bibliography.

"Owen, Robert," Encyclopedia Britannica, 14th edition, XVI, 982-983.
Secondary source.

A brief, favorable summary of Owen's life. It lacks any critical estimate or personal characterization. It is helpful in learning the main points of his life before reading larger works.

Podmore, Frank, Robert Owen (New York, 1907), 2 volumes.
Secondary source.

This is the most recent and extensive biography of Owen yet written. It is indispensable for its fullness of detail, is carefully authenticated, and critical. At the end is a useful bibliography of Owen's works.

Shadwell, A., "Socialism - Its Origin and Meaning," Quarterly Review (July, 1924), vol. 242, pp. 1-20.
Secondary source.

Shadwell traces the development of socialism during the last century and the meaning of the work as used by different writers. There are only a few brief references to Owen but these are valuable. For

instance, he shows that Owen did not coin the word "socialism."

Stephen, Sir Leslie, "Owen, Robert," Dictionary of National Biography, XIV, 1338-1346.

Secondary source.

This is an extensive and impassionate summary of Owen's life emphasizing achievements, financial aspects, theories, and experiments. It is valuable for chronology, historical estimate, and the bibliography at the end. It is not always reliable.

VII. ARRANGEMENT

After you have finished writing your paper arrange it in the following way before submitting it to your instructor:

1. A folder should be used to cover the paper and on the outside of the folder you should write the title of the paper, your name, the name of the course, and the name of the instructor.
2. The title page should come first inside of the folder and should contain the same information as that on the outside of the folder.
3. The Table of Contents should follow, listing the various parts of the paper and the pages.
4. The bibliography should be placed after the Table of Contents.
5. The text should follow the bibliography.
6. Pages should be numbered according to the directions given in Part IV (see above, p. 11).

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